



Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Transcription Services

1 message

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Fri, Jul 14, 2017 at 9:17 AM

To: "Kossack, Andrew J. EOP/OVP" <(b)(6)>

Cc: Lorelei Kowalski <loirelei.kowalski@gsa.gov>, "alexander.kurien" <alexander.kurien@gsa.gov>, "Valerie Whittington (M)" <valerie.whittington@gsa.gov>, "elizabeth.cain@gsa.gov" <elizabeth.cain@gsa.gov>

Good Morning Andrew--

Here is the vendor contact for transcription services.

Vendor: Neal R. Gross & Co., Inc.

Phone: 202-234-4433

Web: <http://www.nealrgross.com/>

Process--

- Best for you to contact directly to describe exactly what you need (+be able to provide logistics info to the vendor)
- Obtain price quote from vendor and send to me to confirm amount, before we proceed
- Once services rendered, provide the invoice to me and we'll pay

Best,

Jon

--

Jon Clinton

Chief of Staff

Office of Government-wide Policy

U.S. General Services Administration

(b) (6)



Jonathan Clinton - M <jonathan.clinton@gsa.gov>

commission expense questions

16 messages

Kossack, Andrew J. EOP/OVP (b)(6)

Mon, Jul 31, 2017 at 11:40 AM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Cc: Virginia Wills - M1AK <virginia.wills@gsa.gov>

Hi Jon,

I just left you a voicemail with a couple questions. If either of these are not in your lane, feel free to refer me to one of your colleagues, but I thought I should start with you.

(b)(5)

Thanks,
Andrew

Andrew J. Kossack
Executive Director & Designated Federal Officer
Presidential Advisory Commission on Election Integrity

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Mon, Jul 31, 2017 at 12:01 PM

To: "Valerie Whittington (M)" <valerie.whittington@gsa.gov>, Kris Palmer - M <kris.palmer@gsa.gov>

Cc: Virginia Wills - M1AK <virginia.wills@gsa.gov>

Hi Val & Kris--

See below for a couple of questions from the PCEI. (Virginia--FYA--we're addressing with Andrew)

On #1. I told Andrew it is permissible and we'd follow the same process--EFT, per diem caps, etc.

On #2--Andrew said that these should mostly be a couple hundred dollars per state, but in some cases it may be as much as \$12K. (b)(5)

Finally--FYA and planning; they'll be looking to do travel for a second meeting coming up in New Hampshire. More details to follow once it gets firmed up. I believe he mentioned second week of September as the target week.

Jon

[Quoted text hidden]

--

Jon Clinton

Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration

(b) (6)

Virginia Wills - M1AK <virginia.wills@gsa.gov>

Mon, Jul 31, 2017 at 12:34 PM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Cc: "Valerie Whittington (M)" <valerie.whittington@gsa.gov>, Kris Palmer - M <kris.palmer@gsa.gov>

Thanks for the info Jon. It's good to see Andrew reaching out to us and to know he's getting the responses he needs.

VA

[Quoted text hidden]

--
M. Virginia Wills
Committee Management Secretariat
General Services Administration
Washington, DC 20405

(b) (6)

Valerie Whittington - M <valerie.whittington@gsa.gov>

Mon, Jul 31, 2017 at 12:58 PM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Cc: Kris Palmer - M <kris.palmer@gsa.gov>, Virginia Wills - M1AK <virginia.wills@gsa.gov>

Jon,

See my comments in **blue** below.

Thanks,
Val

On Mon, Jul 31, 2017 at 12:01 PM, Jonathan Clinton - M <jonathan.clinton@gsa.gov> wrote:

Hi Val & Kris--

See below for a couple of questions from the PCEI. (Virginia--FYA--we're addressing with Andrew)

On #1. I told Andrew it is permissible and we'd follow the same process--EFT, per diem caps, etc.

(b)(5)

On #2--Andrew said that these should mostly be a couple hundred dollars per state, but in some cases it may be as much as \$12K. (b)(5)

If the purchase is below the credit card threshold of \$3,500.00 the POC would contact Kris (or me) regarding the purchase. (b)(5)

If the purchase exceeds the credit card limit a COR will have to be identified to work with the POC to provide a required documents to procure a contract via the contracting office. As we know, the contracting deadlines have passed or close for this fiscal year. Not sure the best way to handle, but probably a meeting/conversation with director of the contracting office to give them on a heads up and they can advise on what is/is not doable before Sept 30.

Finally--FYA and planning; they'll be looking to do travel for a second meeting coming up in New Hampshire. More details to follow once it gets firmed up. I believe he mentioned second week of September as the target week. Everything is ready to go since the Concur accounts have all been set up.

Jon

----- Forwarded message -----

From: **Kossack, Andrew J. EOP/OVP** <(b)(6)>
Date: Mon, Jul 31, 2017 at 11:40 AM
Subject: commission expense questions
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Cc: Virginia Wills - M1AK <virginia.wills@gsa.gov>

Hi Jon,

I just left you a voicemail with a couple questions. If either of these are not in your lane, feel free to refer me to one of your colleagues, but I thought I should start with you.

(b)(5)

Thanks,
Andrew

Andrew J. Kossack
Executive Director & Designated Federal Officer
Presidential Advisory Commission on Election Integrity

--

Jon Clinton
Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration

(b) (6)

Jonathan Clinton - M <jonathan.clinton@gsa.gov>
To: Valerie Whittington - M <valerie.whittington@gsa.gov>
Cc: Kris Palmer - M <kris.palmer@gsa.gov>, Virginia Wills - M1AK <virginia.wills@gsa.gov>

Mon, Jul 31, 2017 at 1:02 PM

Thanks Val. All makes sense.

Okay--I'll reach out to OIA on the \$3,500 and up scenarios and get their guidance.

[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6)

Tue, Aug 1, 2017 at 8:49 AM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Cc: Virginia Wills - M1AK <virginia.wills@gsa.gov>, "Williams, Ronald E. EOP/OVP" (b)(6) >

Hi Jon,

Thanks again for your assistance with these questions. I'm connecting you with my colleague Ron Williams, who is the policy advisor to the Commission and who is taking the lead on working with states to collect their voter registration data. I know you're still looking into the payment processes, but wanted to go ahead and introduce to you Ron in the meantime.

Thanks again,
Andrew

Andrew J. Kossack
Executive Director & Designated Federal Officer
Presidential Advisory Commission on Election Integrity

-----Original Message-----

From: Kossack, Andrew J. EOP/OVP

Sent: Monday, July 31, 2017 11:40 AM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Cc: 'Virginia Wills - M1AK' <virginia.wills@gsa.gov>

[Quoted text hidden]

Williams, Ronald E. EOP/OVP (b)(6)

Tue, Aug 1, 2017 at 9:02 AM

To: "Kossack, Andrew J. EOP/OVP" (b)(6) Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Cc: Virginia Wills - M1AK <virginia.wills@gsa.gov>

Good morning Jon,

I'm looking forward to working with you. Please let me know if there's a time this week to connect with you to discuss the process.

Thanks,
Ron

-----Original Message-----

From: Kossack, Andrew J. EOP/OVP

Sent: Tuesday, August 1, 2017 8:49 AM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6)

Thu, Aug 3, 2017 at 1:43 PM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Hey Jon,

Just wanted to touch base about these payments. I know you're looking at the ones that will be more than \$3,500, but to the extent we can get rolling on the lower-cost ones in the meantime, that'd be helpful. There are several states that are fairly low dollar (\$20.00, for example), so if there's someone Ron could work with to proceed with those payments, it'd be a huge help.

Thanks again for all your time and support.

Andrew

Andrew J. Kossack
Executive Director & Designated Federal Officer
Presidential Advisory Commission on Election Integrity

-----Original Message-----

From: Williams, Ronald E. EOP/OVP

Sent: Tuesday, August 1, 2017 9:02 AM

To: Kossack, Andrew J. EOP/OVP (b)(6) Jonathan Clinton - M

<jonathan.clinton@gsa.gov>

Cc: Virginia Wills - M1AK <virginia.wills@gsa.gov>

[Quoted text hidden]

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Thu, Aug 3, 2017 at 5:20 PM

To: "Kossack, Andrew J. EOP/OVP" (b)(6)

Hi Andrew--

Sorry for the delay. For the small transactions--it turns out it may not be as straightforward as I initially thought. I've been working internally to see what the definitive, appropriate mechanisms are to support these payments. I'll reach back ASAP, and when I have a clear path to proceed. If we are able to proceed with our purchase card, we will dedicate Kris on our team to working with Ron to get these done soonest.

Jon

[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6)

Thu, Aug 3, 2017 at 5:21 PM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Thanks, Jon. No worries. Really appreciate your efforts and due diligence.

Thanks,
Andrew

Andrew J. Kossack
Executive Director & Designated Federal Officer
Presidential Advisory Commission on Election Integrity

-----Original Message-----

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]

Sent: Thursday, August 3, 2017 5:20 PM

To: Kossack, Andrew J. EOP/OVP (b)(6)

[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6)

Tue, Aug 8, 2017 at 10:32 AM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Cc: "Williams, Ronald E. EOP/OVP" (b)(6)

Hi Jon,

(b)(5)

This isn't as urgent as the voter roll payments question, but if you have any availability in the next couple days to discuss, please let me know.

Thanks,
Andrew

-----Original Message-----

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]

Sent: Thursday, August 3, 2017 5:20 PM

To: Kossack, Andrew J. EOP/OVP (b)(6)

Subject: Re: commission expense questions

[Quoted text hidden]

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Tue, Aug 8, 2017 at 2:28 PM

To: "Kossack, Andrew J. EOP/OVP" (b)(6)

Hi Andrew--

Yes--we can discuss. I'll need to pull in GSA's acquisition office to walk through that. I'll schedule--any particular days/times that would be best?

Thanks,

Jon

[Quoted text hidden]

--

Jon Clinton
Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration
(b) (6)

Kossack, Andrew J. EOP/OVP (b)(6)

Tue, Aug 8, 2017 at 2:47 PM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Cc: "Williams, Ronald E. EOP/OVP" <(b)(6)>

Thanks, Jon. Sounds good. We can be available anytime tomorrow or Thursday. Just let me know what works for you and your colleagues.

Thanks,
Andrew

Andrew J. Kossack

Executive Director & Designated Federal Officer

Presidential Advisory Commission on Election Integrity

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]

Sent: Tuesday, August 8, 2017 2:29 PM

To: Kossack, Andrew J. EOP/OVP (b)(6)

[Quoted text hidden]

[Quoted text hidden]

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Tue, Aug 8, 2017 at 4:43 PM

To: "Kossack, Andrew J. EOP/OVP" <(b)(6)>

Andrew and Ron--

Just got word that we can proceed with using our purchase card for those payments to states under \$3,500. I'll schedule time tomorrow to discuss that process and make arrangements.

It's looking like transactions greater than the \$3,500 will need to be executed by a Contracting Officer [which is outside of my office]. I'm coordinating with the GSA org that would work with you on this as well as your needs for contractual support. I'll schedule a separate time for that discussion.

Best,

Jon

[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6)
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Cc: "Williams, Ronald E. EOP/OVP" <(b)(6)>

Wed, Aug 9, 2017 at 8:40 AM

Thanks, Jon. Great to hear. We're fairly open, so just let us know when you're available.

Thanks!
Andrew

Andrew J. Kossack

Executive Director & Designated Federal Officer

Presidential Advisory Commission on Election Integrity

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]
Sent: Tuesday, August 8, 2017 4:43 PM

[Quoted text hidden]

[Quoted text hidden]

Williams, Ronald E. EOP/OVP (b)(6)
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Cc: "Kossack, Andrew J. EOP/OVP" <(b)(6)>, "valerie.whittington@gsa.gov" <valerie.whittington@gsa.gov>, "kris.palmer@gsa.gov" <kris.palmer@gsa.gov>, "Williams, Ronald E. EOP/OVP" <(b)(6)>, "bridgette.verbey@gsa.gov" <bridgette.verbey@gsa.gov>, "thomas.mueller@gsa.gov" <thomas.mueller@gsa.gov>

Fri, Aug 25, 2017 at 3:48 PM

Hi Jon,

My apologies for just getting back with you and your staff about the purchasing of the state voter roll data. Can we arrange a time for me to come over on Monday to discuss the process and walk through the state request forms?

Thanks in advance,

Ron

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]

Sent: Tuesday, August 8, 2017 2:29 PM

To: Kossack, Andrew J. EOP/OVP (b)(6)

Cc: Williams, Ronald E. EOP/OVP (b)(6)

[Quoted text hidden]

[Quoted text hidden]



Jonathan Clinton - M <jonathan.clinton@gsa.gov>

first meeting travel costs

5 messages

Kossack, Andrew J. EOP/OVP (b)(6)

Fri, Aug 18, 2017 at 9:04 AM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Hi Jon,

Could you please send me the total travel costs for the first meeting? If you have a breakdown by member, that would be helpful as well. We're just trying to get a sense of how much to budget for future meetings. Obviously, it'll be different each time, but this would at least give us some baseline.

Thanks,
Andrew

Andrew J. Kossack
Executive Director, Presidential Advisory Commission on Election Integrity
Associate Counsel, Office of the Vice President
Cell: (b)(6)
Email: (b)(6)

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Fri, Aug 18, 2017 at 9:32 AM

To: "Kossack, Andrew J. EOP/OVP" (b)(6)

Andrew--

We do. We had ~\$6,014.71 for 7 travelers. I say approximate b/c I don't believe I have William Gardner's voucher yet--so that includes what was authorized for his trip.

Attached are the expenses for the travelers. FYA, we have an active FOIA on the travel expencss--not certain if Duane Smith has reached out on it yet.

Jon

[Quoted text hidden]

--

Jon Clinton
Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration
(b)(6)

**Summary of Travelers Expenses.pdf**

23K

Kossack, Andrew J. EOP/OVP (b)(6)

Fri, Aug 18, 2017 at 11:28 AM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Thanks, Jon. This is helpful. One question: What's the difference between the Total Amount and the Reimbursed Amount columns? Is the reimbursed amount all the members will get, or will the difference be paid to them at some point?

Andrew J. Kossack

Executive Director, Presidential Advisory Commission on Election Integrity

Associate Counsel, Office of the Vice President

Cell: (b)(6)

Email: (b)(6)

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]

Sent: Friday, August 18, 2017 9:33 AM

To: Kossack, Andrew J. EOP/OVP <(b)(6)>

Subject: Re: first meeting travel costs

[Quoted text hidden]

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Fri, Aug 18, 2017 at 11:32 AM

To: "Kossack, Andrew J. EOP/OVP" <(b)(6)>

We pay airfare out of the central account [Commission's accounting string]--it's not charged to the traveler's personal card. All other expenses are charged to the traveler's card and they're reimbursed by us.

E.g. total trip cost \$1,000. Plain ticket [paid centrally from the Commission accounting string]: \$300. Reimbursement to traveler: \$700.

[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6)
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Fri, Aug 18, 2017 at 1:24 PM

Got it. That makes sense. Thanks again.

Andrew J. Kossack

Executive Director, Presidential Advisory Commission on Election Integrity

Associate Counsel, Office of the Vice President

Cell: 2 (b)(6)

Email: (b)(6)

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]

Sent: Friday, August 18, 2017 11:33 AM

[Quoted text hidden]

[Quoted text hidden]



Jonathan Clinton - M <jonathan.clinton@gsa.gov>

travel for Sept. meeting

4 messages

Kossack, Andrew J. EOP/OVP (b)(6)

Thu, Aug 24, 2017 at 8:10 AM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Hi Jon,

I just wanted to give you a heads up that I'm going to tell the members today to go ahead and start booking travel for the September meeting. I assume most will travel on the 11th and return on the 12th, but if some need to stay through the 13th and return on the 13th that's fine, too. Please let me know if your team needs anything else before our folks start calling to book arrangements.

Thanks,
Andrew

Andrew J. Kossack
Executive Director, Presidential Advisory Commission on Election Integrity
Associate Counsel, Office of the Vice President
Cell: (b)(6)
Email: (b)(6)

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Thu, Aug 24, 2017 at 9:06 AM

To: "Kossack, Andrew J. EOP/OVP" (b)(6)

Cc: Kris Palmer - M <kris.palmer@gsa.gov>, "Valerie Whittington (M)" <valerie.whittington@gsa.gov>

Sounds good. I'll let our team know that these are coming. We don't need anything else, unless there are new travelers that hadn't previously established accounts with us. In that case we'd need to set up their accounts with the electronic funds transfer form. Let us know if that's the case. Below are instructions for travel to New Hampshire, with the per diem rates. Feel free to edit/tailor. Also below are the instructions for any new travelers to get an account established. You can ignore the account establishment instructions if this doesn't apply.

If you have questions, let me know.

Jon

Booking Travel to New Hampshire Instructions

Members or their support staff who have established traveler accounts with GSA can call the travel agent directly to book their travel.

ADTRAV (GSA travel agent): [877-472-6716](tel:877-472-6716), available 24/7

Key Information when calling the travel agent:

- ADTRAV will recognize members by first and last name and agency--which is the General Services Administration (GSA) for the purposes of this travel.
- Have a personal credit card available--hotel will be booked using a personal card. Members can choose their hotel and will be reimbursed up to the maximum per diem rate for Manchester, NH (\$108/night) (keep hotel receipts)
- The committee has budgeted for travel for up to 3 days per member between 9/11 and 9/13. Arrangements should be made within those parameters.
- Members (or their staff) should tell the agent the traveler's date of birth if making airline reservations. This is a requirement in order for tickets to be issued.

Travelers will need to follow [federal regulations](#) governing travel. Key points:

- Hotel: Max lodging [per diem rate](#) reimbursed for Manchester, NH in September: \$108 (keep hotel receipts--reimbursed up to \$108. Lodging taxes will be reimbursed separately as well.) The travel agent can help members find rooms at or below per diem.
- Airfare: Must use coach class and the [contract carrier](#) fare (booked by travel agent)
 - Exceptions to contract fare must be documented/justified--e.g., Timing of contract fare flights do not allow traveler to meet mission or non-contract fare is less expensive
- Meals & Incidental Expenses (MI&E): reimbursed \$64 per day for Manchester; \$48 on first & last day of travel (no receipts needed, reimbursed \$64 for full day and \$48 for first and last day of travel)
- Rental cars: Receipt required for all expenses
- Taxis/metro: reimbursed for official business related to the committee--e.g., to/from airport, to/from committee meetings (keep receipts)
- Other (i.e. airline baggage fees): Reimbursed (keep receipts)

Airfare will be booked through the travel agent and paid directly by GSA. All other approved travel expenses (hotel; MI&E; taxis) will be paid for using the member's personal card and will subsequently be reimbursed. Details on reimbursement process will be provided upon completion of the travel.

If members or their staff have questions regarding the above that the travel agent can't answer, please don't hesitate to have the members' staff reach out to Valerie Whittington or Kris Palmer.

valerie.whittington@gsa.gov - 202-501-3395
kris.palmer@gsa.gov - 202-501-0525

Establishing a Travel Account

GSA will be coordinating the travel process for the PCEI members. **We need each new traveling member who will require travel arrangements to fill out and submit the attached Electronic Funds Transfer form ASAP and no later than 5PM, 8/31 to kris.palmer@gsa.gov.** This is the first step to get them established in our travel system and subsequently reimbursed for their travel.

We will provide the information to you for how the member or their admin can book travel through the travel agent after we have received the forms.

[Quoted text hidden]

--

Jon Clinton
 Chief of Staff
 Office of Government-wide Policy
 U.S. General Services Administration

(b) (6)



EFT_Enrollment_Form.pdf
 532K

Jonathan Clinton - M <jonathan.clinton@gsa.gov>
 To: Virginia Wills - M1AK <virginia.wills@gsa.gov>

Thu, Aug 24, 2017 at 9:13 AM

Hi Virginia--Just an FYI--we initiated travel instructions for the September meeting.

[Quoted text hidden]



EFT_Enrollment_Form.pdf
 532K

Virginia Wills - M1AK <virginia.wills@gsa.gov>
 To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Thu, Aug 24, 2017 at 9:23 AM

Thanks for the info Jon.

VA

[Quoted text hidden]

--

M. Virginia Wills
Committee Management Secretariat
General Services Administration
Washington, DC 20405

(b) (6)



You Can Book Travel to New Hampshire

2 messages

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Fri, Sep 1, 2017 at 2:43 PM

To: "Kossack, Andrew J. EOP/OVP" <(b)(6)>

Hi Andrew--You and the three others below should be able to book. I'll let you know when I hear on Ron and John Lott. Just let me know if you have any issues.

	(b)(6)
Mark Paoletta	
Andrew Kossack	
Kimball Brace	
Donald Palmer	

I'm re-sending the instructions below, so you have them handy. Of, course you can ignore the 9/11-9/13 for your purposes.

Thanks,

Jon

Booking Travel to New Hampshire Instructions

Members or their support staff who have established traveler accounts with GSA can call the travel agent directly to book their travel.

ADTRAV (GSA travel agent): [877-472-6716](tel:877-472-6716), available 24/7

Key Information when calling the travel agent:

- ADTRAV will recognize members by first and last name and agency--which is the General Services Administration (GSA) for the purposes of this travel.
- Have a personal credit card available--hotel will be booked using a personal card. Members can choose their hotel and will be reimbursed up to the maximum per diem rate for Manchester, NH (\$108/night) (keep hotel receipts)
- The committee has budgeted for travel for up to 3 days per member between 9/11 and 9/13. Arrangements should be made within those parameters.
- Members (or their staff) should tell the agent the traveler's date of birth if making airline reservations. This is a requirement in order for tickets to be issued.

Travelers will need to follow [federal regulations](#) governing travel. Key points:

- Hotel: Max lodging [per diem rate](#) reimbursed for Manchester, NH in September: \$108 (keep hotel receipts--reimbursed up to \$108. Lodging taxes will be reimbursed separately as well.) The travel agent can help members find rooms at or below per diem.
- Airfare: Must use coach class and the [contract carrier](#) fare (booked by travel agent)
 - Exceptions to contract fare must be documented/justified--e.g., Timing of contract fare flights do not allow traveler to meet mission or non-contract fare is less expensive
- Meals & Incidental Expenses (MI&E): reimbursed \$64 per day for Manchester; \$48 on first & last day of travel (no receipts needed, reimbursed \$64 for full day and \$48 for first and last day of travel)
- Rental cars: Receipt required for all expenses
- Taxis/metro: reimbursed for official business related to the committee--e.g., to/from airport, to/from committee meetings (keep receipts)
- Other (i.e. airline baggage fees): Reimbursed (keep receipts)

Airfare will be booked through the travel agent and paid directly by GSA. All other approved travel expenses (hotel; MI&E; taxis) will be paid for using the member's personal card and will subsequently be reimbursed. Details on reimbursement process will be provided upon completion of the travel.

If members or their staff have questions regarding the above that the travel agent can't answer, please don't hesitate to have the members' staff reach out to Valerie Whittington or Kris Palmer.

valerie.whittington@gsa.gov - 202-501-3395

kris.palmer@gsa.gov - 202-501-0525

--

Jon Clinton
Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration

(b) (6)

Kossack, Andrew J. EOP/OVP (b)(6)

Fri, Sep 1, 2017 at 4:56 PM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Thanks so much, Jon!

Andrew J. Kossack

Executive Director, Presidential Advisory Commission on Election Integrity

Associate Counsel, Office of the Vice President

Cell: (b)(6)

(b)(6)

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]

Sent: Friday, September 1, 2017 2:43 PM

To: Kossack, Andrew J. EOP/OVP <(b)(6)>

Subject: You Can Book Travel to New Hampshire

Hi Andrew--You and the three others below should be able to book. I'll let you know when I hear on Ron and John Lott. Just let me know if you have any issues.

Mark Paoletta	(b)(6)
Andrew Kossack	
Kimball Brace	
Donald Palmer	

I'm re-sending the instructions below, so you have them handy. Of, course you can ignore the 9/11-9/13 for your purposes.

Thanks,

Jon

Booking Travel to New Hampshire Instructions

Members or their support staff who have established traveler accounts with GSA can call the travel agent directly to book their travel.

ADTRAV (GSA travel agent): [877-472-6716](tel:877-472-6716), available 24/7

Key Information when calling the travel agent:

- ADTRAV will recognize members by first and last name and agency--which is the General Services Administration (GSA) for the purposes of this travel.
- Have a personal credit card available--hotel will be booked using a personal card. Members can choose their hotel and will be reimbursed up to the maximum per diem rate for Manchester, NH (\$108/night) (keep hotel receipts)
- The committee has budgeted for travel for up to 3 days per member between 9/11 and 9/13. Arrangements should be made within those parameters.
- Members (or their staff) should tell the agent the traveler's date of birth if making airline reservations. This is a requirement in order for tickets to be issued.

Travelers will need to follow [federal regulations](#) governing travel. Key points:

- **Hotel: Max lodging per diem rate** reimbursed for Manchester, NH in September: \$108 (keep hotel receipts--reimbursed up to \$108. Lodging taxes will be reimbursed separately as well.) The travel agent can help members find rooms at or below per diem.
- **Airfare: Must use coach class and the contract carrier fare (booked by travel agent)**
 - Exceptions to contract fare must be documented/justified--e.g., Timing of contract fare flights do not allow traveler to meet mission or non-contract fare is less expensive
- **Meals & Incidental Expenses (MI&E):** reimbursed \$64 per day for Manchester; \$48 on first & last day of travel (no receipts needed, reimbursed \$64 for full day and \$48 for first and last day of travel)
- **Rental cars:** Receipt required for all expenses
- **Taxis/metro:** reimbursed for official business related to the committee--e.g., to/from airport, to/from committee meetings (keep receipts)

- Other (i.e. airline baggage fees): Reimbursed (keep receipts)

Airfare will be booked through the travel agent and paid directly by GSA. All other approved travel expenses (hotel; MI&E; taxis) will be paid for using the member's personal card and will subsequently be reimbursed. Details on reimbursement process will be provided upon completion of the travel.

If members or their staff have questions regarding the above that the travel agent can't answer, please don't hesitate to have the members' staff reach out to Valerie Whittington or Kris Palmer.

valerie.whittington@gsa.gov - 202-501-3395

kris.palmer@gsa.gov - 202-501-0525

--

Jon Clinton

Chief of Staff

Office of Government-wide Policy

U.S. General Services Administration

(b) (6)



URGENT!!! Procurement Request for PACEI Live Streaming Services - Presidential Event Held at NHOP

12 messages

Anethra Facione - M1EA <anethra.facione@gsa.gov>

Thu, Sep 7, 2017 at 11:15 PM

To: Central Office Contracting Acquisition Request <cocacq.request@gsa.gov>, Diane Taylor - H1AA <diane.taylor@gsa.gov>

Cc: Bridgette Overbey - QSABC <bridgette.overbey@gsa.gov>, "Nina Malakouti (QTFAAA)" <nina.malakouti@gsa.gov>, Patricia Sylvester - H1BAA <patricia.sylvester@gsa.gov>, Valerie Whittington - M <valerie.whittington@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Dominic Sale - M1E <dominic.sale@gsa.gov>, Dan Pomeroy - M1EA <daniel.pomeroy@gsa.gov>, Latosha Frink - M1EA <latosha.frink@gsa.gov>

Greetings OIA--Ms. Taylor,

Please find below the description for a new procurement request to award a sole source contract to [Heartwood Media, Inc.](#) in the amount of \$12,500.00 for live streaming support services to the Presidential Advisory Commission on Election Integrity. Included are the:

Acquisition Plan: Attached (LAP and Forecasting Screenshot)

Purchase Rqst(s)#: PR201709070012

SOW/CTR Rqst Form: N/A (Vendor's Quote)

IGCE: Attached

Contract/Modification Type: FFP

Competition Requirement: N/A; Sole Source (J&A Attached)

Title Name: OGP Support to Presidential Advisory Commission on Election Integrity for Live Stream

CLIN(s)/Task(s): 0001-0004

Operating Period: SEP 11, 2017 - SEP 12, 2017

Funded Amount: \$12,500.00

NOTE: URGENT REQUEST FOR AWARD TO BE MADE NLT NOON MONDAY, SEPTEMBER 11, 2017; all documents requiring additional signatures (COR Nomination Letter, J&A, LAP) will be provided upon receipt, yet, please move forth with processing

Requestor(s): Jonathan Clinton (M-OGP Chief of Staff,) Ronald Williams (PM, PACEI POC)

COR(s): Anethra Facione (Primary), Latosha Frink (Alternate); COR Nomination Letter attached for designation

R/,

Anethra

--

[Anethra A. Facione](#)

[Procurement Analyst](#)

[GSA Office of Government-wide Policy](#)

[U.S. General Services Administration](#)









1800 F St. NW, 2nd Floor
Washington, DC 20405

O: 202-208-4127

V: (b)(6)

F: (b)(6)

8 attachments

-  **OGP M Quote for PACEI Live Stream Srvcs via Heartwood Media_20170907.pdf**
125K
-  **OGP M IGCE_PACEI Supp for Live Streaming Srvcs_20170907.xlsx**
84K
-  **GSA OGP FT Screenshot_EOP PACEI Live Streaming Srvcs for VP Event_20170907.pdf**
54K
-  **OGP COR Nomination Letter_PACEI Live Stream Srvcs for VP Event_20170907.pdf**
25K
-  **AFacione_FAC-COR Level III Certification_20170420.pdf**
206K
-  **OGP M JA_PACEI Live Streaming Srvcs for EOP Event_20170907.pdf**
135K
-  **GSA OGP LAP_PACEI Live Streaming Srvcs for VP Engagement in NH-S_20170907.pdf**
316K
-  **GSA OGP PR_PACEI Live Streaming Srvcs for NH Event_No. PR201709070012_\$12,500.00_20170907.pdf**
11K

Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>
To: Anethra Facione - M1EA <anethra.facione@gsa.gov>
Cc: jonathan.clinton@gsa.gov

Thu, Sep 7, 2017 at 11:24 PM

Thank you, Anethra! Obviously, this is important and appreciate your support.

Sent from my iPhone

> On Sep 7, 2017, at 11:15 PM, Anethra Facione - M1EA <anethra.facione@gsa.gov> wrote:
>
> Greetings OIA--Ms. Taylor,
>
> Please find below the description for a new procurement request to award a
> sole source contract to Heartwood Media, Inc.
> <<https://drive.google.com/drive/folders/0B0r8f23JHdRyZTFjem5jRHBtVEE>> in
> the amount of \$12,500.00 for live streaming support services to
> the Presidential Advisory Commission on Election Integrity. Included are
> the:
>
> Acquisition Plan: Attached (LAP and Forecasting Screenshot)
> Purchase Rqst(s) #: PR201709070012
> SOW/CTR Rqst Form: N/A (Vendor's Quote)
> IGCE: Attached
> Contract/Modification Type: FFP
> Competition Requirement: N/A; Sole Source (J&A Attached)
> Title Name: OGP Support to Presidential Advisory Commission on Election
> Integrity for Live Stream
> CLIN(s)/Task(s): 0001-0004
> Operating Period: SEP 11, 2017 - SEP 12, 2017
> Funded Amount: \$12,500.00
>
> *NOTE: URGENT REQUEST FOR AWARD TO BE MADE NLT NOON MONDAY, SEPTEMBER 11,
> 2017*; all documents requiring additional signatures (COR Nomination

> Letter, J&A, LAP) will be provided upon receipt, yet, please move forth
> with processing
>
> Requestor(s): Jonathan Clinton (M-OGP Chief of Staff,) Ronald Williams
> (PM, PACEI POC)
> COR(s): Anethra Facione (Primary), Latosha Frink (Alternate); COR
> Nomination Letter attached for designation
>
> R/,
>
> Anethra
> --
>
> Anethra A. Facione
>
> Procurement Analyst
>
> GSA Office of Government-wide Policy
> U.S. General Services Administration
> 1800 F St. NW, 2nd Floor
> Washington, DC 20405
>
>
>
> O: 202-208-4127 <(202)%20208-4127>
>
> (b)(6)
>
> (b)(6)
> cs via Heartwood Media_20170907.pdf>
> <OGP M IGCE_PACEI Supp for Live Streaming Srvcs_20170907.xlsx>
> <GSA OGP FT Screenshot_EOP PACEI Live Streaming Srvcs for VP Event_20170907.pdf>
> <OGP COR Nomination Letter_PACEI Live Stream Srvcs for VP Event_20170907.pdf>
> <AFacione_FAC-COR Level III Certification_20170420.pdf>
> <OGP M JA_PACEI Live Streaming Srvcs for EOP Event_20170907.pdf>
> <GSA OGP LAP_PACEI Live Streaming Srvcs for VP Engagement in NH-S_20170907.pdf>
> <GSA OGP PR_PACEI Live Streaming Srvcs for NH Event_No. PR201709070012_\$12,500.00_20170907.pdf>

Anethra Facione - M1EA <anethra.facione@gsa.gov>
To: Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>
Cc: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Thu, Sep 7, 2017 at 11:26 PM

Greetings,

You are quite welcome!

R/,

Anethra

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

(b)(6)

Jonathan Clinton - M <jonathan.clinton@gsa.gov>
To: Anethra Facione - M1EA <anethra.facione@gsa.gov>

Fri, Sep 8, 2017 at 7:37 AM

Thank you!

[Quoted text hidden]

Anethra Facione - M1EA <anethra.facione@gsa.gov>

Fri, Sep 8, 2017 at 11:05 AM

To: Central Office Contracting Acquisition Request <cocacq.request@gsa.gov>, Diane Taylor - H1AA <diane.taylor@gsa.gov>

Cc: Bridgette Overbey - QSABC <bridgette.overbey@gsa.gov>, Valerie Whittington - M <valerie.whittington@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Dominic Sale - M1E <dominic.sale@gsa.gov>, Dan Pomeroy - M1EA <daniel.pomeroy@gsa.gov>, Latosha Frink - M1EA <latosha.frink@gsa.gov>

Greetings OIA--Ms. Taylor,

The government is now anticipating receipt of a revised quote in the amount of \$11.5K for processing the PACEI Live Stream services procurement package. Yet, please move forth with this action and follow up if you have any questions. Understanding the CO will be out of the office on Monday, any additional documents needed to support this action will be provided to OIA in an expeditious manner.

Additionally, I am attaching the final documents, COR Nomination, LAP and J&A, of which the signed copies were not provided previously.

I will be available at anytime via phone (202-697-2851) or email.

Contact Information for Heartwood Media, Inc. is:

(b)(6)

E: (b)(6)

P: (b)(6)

V: (b)(6)

R/,

Anethra

[Quoted text hidden]

3 attachments**OGP COR Nomination Letter_PACEI Live Stream Svcs for VP Event-S_20170908.pdf**
100K**GSA OGP LAP_PACEI Live Streaming Svcs for VP Engagement in NH-S_20170908.pdf**
359K**OGP M JA_PACEI Live Streaming Svcs for EOP Event_20170908.pdf**
72K**Anethra Facione - M1EA** <anethra.facione@gsa.gov>

Fri, Sep 8, 2017 at 11:19 AM

To: Central Office Contracting Acquisition Request <cocacq.request@gsa.gov>, Diane Taylor - H1AA <diane.taylor@gsa.gov>

Cc: Bridgette Overbey - QSABC <bridgette.overbey@gsa.gov>, Valerie Whittington - M <valerie.whittington@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Dominic Sale - M1E <dominic.sale@gsa.gov>, Dan Pomeroy - M1EA <daniel.pomeroy@gsa.gov>, Latosha Frink - M1EA <latosha.frink@gsa.gov>

Greetings OIA--Ms. Taylor,

Please find attached the revised quote in the amount of \$11K, \$1.5K less than the initial quote, for processing the PACEI Live Stream services procurement package. The Vendor's contact information is contained within. Let me know if you need anything additional regarding this urgent request.

R/,

Anethra

[Quoted text hidden]



OGP M REVISED Quote for PACEI Live Stream Srvcs via Heartwood Media_\$11K_20170908.pdf
135K

Diane Taylor - H1AA <diane.taylor@gsa.gov>

Fri, Sep 8, 2017 at 11:27 AM

To: Anethra Facione - M1EA <anethra.facione@gsa.gov>

Cc: Central Office Contracting Acquisition Request <cocacq.request@gsa.gov>, Bridgette Overbey - QSABC <bridgette.overbey@gsa.gov>, Valerie Whittington - M <valerie.whittington@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Dominic Sale - M1E <dominic.sale@gsa.gov>, Dan Pomeroy - M1EA <daniel.pomeroy@gsa.gov>, Latosha Frink - M1EA <latosha.frink@gsa.gov>

ok, got it

Diane P. Taylor
Contracting Officer
GSA, Office of Administrative Services
Acquisition Operations Division (AOD)
1800 F Street, N.W.,
Washington, DC 20405
Desk Phone: 703-603-8295
(b)(6) - mobile

WARNING: The information contained herein remains under the control of the General Services Administration. This communication, along with any attachments, is covered by Federal and state law governing electronic communications and may contain procurement sensitive and/or legally privileged information, which is only intended for the use of the individual or entity to which it is addressed. If you are not the intended recipient, or an authorized agent of the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, copying, use or the taking of any action in reliance on the contents of this message, including any attachments, is strictly prohibited. If you received this message in error, please reply immediately to the sender and delete and destroy the original message, any attachments thereto, and all copies thereof.

[Quoted text hidden]

Anethra Facione - M1EA <anethra.facione@gsa.gov>

Fri, Sep 8, 2017 at 4:20 PM

To: Diane Taylor - H1AA <diane.taylor@gsa.gov>

Cc: Central Office Contracting Acquisition Request <cocacq.request@gsa.gov>, Bridgette Overbey - QSABC <bridgette.overbey@gsa.gov>, Valerie Whittington - M <valerie.whittington@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Dominic Sale - M1E <dominic.sale@gsa.gov>, Dan Pomeroy - M1EA <daniel.pomeroy@gsa.gov>, Latosha Frink - M1EA <latosha.frink@gsa.gov>

Greetings Ms. Taylor,

I just wanted to express my gratitude to you for processing this action timely, noting that award/payment has been made to Heartwood Media, Inc. in the amount of \$11K for Live Streaming services in support of the PACEI's engagement at the New Hampshire Institute of Politics (NHIOP) at Saint Anselm College on September 12, 2017. OGP understands the additional \$385.00 applied of which the PR did cover. The receipt for payment (attached) will be forwarded to

11/14/2017

GSA.gov Mail - URGENT!!! Procurement Request for PACEI Live Streaming Services - Presidential Event Held at NHIO

the EOP Representative by OGP for their records. Additionally, coordination details with the Contractor will be performed by the Rep.

Wishing you a very relaxing weekend for being a champ in this action complete! 😊

V/r,

Anethra

[Quoted text hidden]



GSA OGP-OIA Receipt_Heartwood Media, Inc for PACEI Live Stream Srvcs_\$11K_20170908.pdf
125K

Jonathan Clinton - M <jonathan.clinton@gsa.gov>
To: Anethra Facione - M1EA <anethra.facione@gsa.gov>

Fri, Sep 8, 2017 at 4:22 PM

Thank you again!

[Quoted text hidden]

--

Jon Clinton
Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration
(b) (6)

Anethra Facione - M1EA <anethra.facione@gsa.gov>
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Fri, Sep 8, 2017 at 4:27 PM

non-responsive



non-responsive



non-responsive

----- Forwarded message -----

From: **Anethra Facione - M1EA** <anethra.facione@gsa.gov>

Date: Fri, Sep 8, 2017 at 4:20 PM

Subject: Re: URGENT!!! Procurement Request for PACEI Live Streaming Services - Presidential Event Held at NHIOP

To: Diane Taylor - H1AA <diane.taylor@gsa.gov>Cc: Central Office Contracting Acquisition Request <cocacq.request@gsa.gov>, Bridgette Overbey - QSABC <bridgette.overbey@gsa.gov>, Valerie Whittington - M <valerie.whittington@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Dominic Sale - M1E <dominic.sale@gsa.gov>, Dan Pomeroy - M1EA <daniel.pomeroy@gsa.gov>, Latosha Frink - M1EA <latosha.frink@gsa.gov>

Greetings Ms. Taylor,

I just wanted to express my gratitude to you for processing this action timely, noting that award/payment has been made to Heartwood Media, Inc. in the amount of \$11K for Live Streaming services in support of the PACEI's engagement at at the New Hampshire Institute of Politics (NHIOP) at Saint Anselm College on September 12, 2017. OGP understands the additional \$385.00 applied of which the PR did cover. The receipt for payment (attached) will be forwarded to the EOP Representative by OGP for their records. Additionally, coordination details with the Contractor will be performed by the Rep.

Wishing you a very relaxing weekend for being a champ in this action complete! 😊

V/r,

Anethra

--

Jon Clinton
Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration

(b) (6)



GSA OGP-OIA Receipt_Heartwood Media, Inc for PACEI Live Stream Srvcs_\$11K_20170908.pdf
125K



Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Invoice + Description - web streaming

6 messages

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Thu, Sep 7, 2017 at 6:12 PM

To: (b)(6)

Cc: Kris Palmer - M <kris.palmer@gsa.gov>, anethra.facione@gsa.gov

Andrew, Ron--

Apologies if this is a duplicate request. Could you send me the invoice or other documentation you have from the vendor and a description of the services for that day?

This will help us get the paperwork done I mentioned to Andrew.

Thanks!

Jon

Kossack, Andrew J. EOP/OVP (b)(6) >

Thu, Sep 7, 2017 at 6:20 PM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>, "Williams, Ronald E. EOP/OVP" (b)(6)

Cc: Kris Palmer - M <kris.palmer@gsa.gov>, "anethra.facione@gsa.gov" <anethra.facione@gsa.gov>

Jon,

No problem - it's attached here. Really appreciate your work on this.

Thanks!

Andrew

Andrew J. Kossack

Executive Director, Presidential Advisory Commission on Election Integrity

Associate Counsel, Office of the Vice President

(b)(6)

**NHIOP Live Stream.pdf**

125K

Anethra Facione - M1EA <anethra.facione@gsa.gov>

Thu, Sep 7, 2017 at 7:02 PM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

(non responsive)

(non responsive)



Anethra

[Quoted text hidden]

--

Anethra A. Facione
Procurement Analyst
GSA Office of Government-wide Policy
U.S. General Services Administration
1800 F St. NW, 2nd Floor
Washington, DC 20405

O: 202-208-4127

V: 202-697-2851

F: 703-605-9843

Jonathan Clinton - M <jonathan.clinton@gsa.gov>
To: Anethra Facione - M1EA <anethra.facione@gsa.gov>

Thu, Sep 7, 2017 at 7:38 PM

(non responsive)



[Quoted text hidden]

Jonathan Clinton - M <jonathan.clinton@gsa.gov>
To: Anethra Facione - M1EA <anethra.facione@gsa.gov>

Thu, Sep 7, 2017 at 7:46 PM

(non responsive)



On Sep 7, 2017, at 7:03 PM, Anethra Facione - M1EA <anethra.facione@gsa.gov> wrote:

[Quoted text hidden]

Anethra Facione - M1EA <anethra.facione@gsa.gov>
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Thu, Sep 7, 2017 at 8:09 PM

(non responsive)



R/,

11/14/2017

GSA.gov Mail - Invoice + Description - web streaming

Anethra

[Quoted text hidden]



Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Reimbursement Process for Members' Travel

1 message

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Wed, Sep 13, 2017 at 3:07 PM

To: "Kossack, Andrew J. EOP/OVP" (b)(6)

"Williams, Ronald E. EOP/OVP"

<(b)(6)>

Cc: Kris Palmer - M <kris.palmer@gsa.gov>

Andrew & Ron--

As the members complete their travel from New Hampshire, these are the brief instructions to ensure they are reimbursed for authorized expenses. Please feel free to pass along.

Each traveler (or their support staff) should scan all of their receipts into a single document file and email to kris.palmer@gsa.gov. Once she receives, she'll process, and the funds will be reimbursed to the traveler's account on file. Please note, per our policies, we ask that members' send receipts **within 14 days** of completing travel.

If/when in doubt, members should err on the side of providing the receipt. Most importantly, receipts must be provided for:

- Hotel bill
- Airport parking
- Taxis/metro for travel to/from airport and committee meetings
- Airline baggage fees
- Airline ticket (if booked without using ADTRAV--the GSA travel agent)

If you have any questions, feel free to contact me.

Best,

Jon

--

Jon Clinton
Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration

(b) (6)